

**Planning Commission Hearing Minutes**  
**Date: February 8, 2021**

PC MEMBERS	PC MEMBERS ABSENT	STAFF PRESENT
Barbara Nicklas – Chair Kelly Russell – Alderman & Secretary Joan Strawson Dorothy Menelas Shannon Sperati- Alternate Member		Zack Kershner, Director of Public Works Gabrielle Collard, Division Manager of Current Planning Joe Adkins, Deputy Director of Planning & Community Development Brandon Mark, Division Manager of Comprehensive Planning/Urban Development Sherry Kelly, Planner II Jessica Murphy, Administrative Assistant Cherian Eapen, Traffic Engineer Jenny Willoughby, Sustainability Manager David Edmondson, Transportation Planner II Lisa Mroszczyk Murphy, HPC Planner III Scott Waxter, Assistant City Attorney

**I. CALL TO ORDER:**

**II. ANNOUNCEMENTS:**

Ms. Collard made the following announcements about upcoming events and opportunities:

- Planning Commission Workshop Tuesday, February 16, 2021 items are available on the City of Frederick website.
- The Mayor & Board will hold another comprehensive plan workshop on Wednesday, March 3, 2021 at 3PM.

**III. APPROVAL OF MINUTES:**

Approval of the **January 11, 2021** Planning Commission Meeting Minutes as amended:

**MOTION:** Commissioner Strawson

**SECOND:** Commissioner Menelas

**VOTE:** 5-0.

---

Approval of the **January 19, 2021** Planning Commission Workshop Meeting Minutes as amended:

**MOTION:** Commissioner Menelas

**SECOND:** Commissioner Strawson

**VOTE:** 5-0.

---

Approval of the **February 5, 2021** Planning Commission Pre-Planning Meeting Minutes as amended:

**MOTION:** Commissioner Menelas

**SECOND:** Commissioner Strawson

**VOTE:** 5-0.

---

**IV. PUBLIC HEARING-CONSENT ITEMS:**

(All matters included under the Consent Agenda are routine by the Planning Commission. They will be enacted by one motion in the form listed below, without separate discussion of each item, unless any person present – Planning Commissioner, Planning Staff or citizen -- requests an item or items to be removed from the Consent Agenda. Any item removed from the Consent Agenda will be considered separately at the end of the Consent Agenda. If you would like any of the items below considered separately, please say so when the Planning Commission Chairman announces the Consent Agenda.)

---

**V. CONTINUANCES:**

**A. PC19-987ANX, Annexation, Winpenny Tell Property**

**MOTION:** Commissioner Strawson moved for a continuance to the April 12, 2021 Planning Commission hearing.

**SECOND:** Commissioner Menelas

**VOTE: 5-0.**

---

**VI. MISCELLANEOUS:**

**B. PC13-195-04PND, Architectural Review, Kellerton Planned Neighborhood Development (PND) Land Bay B**

**PLANNING COMMISSION ACTION:**

**MOTION:** Commissioner Menelas moved approval of the modification to 604(b)(3)(H)(2), Windows and Entryways to allow small square windows to be featured on the Farmhouse and Vintage elevations finding that:

- 1) The modifications will not be contrary to the purpose and intent of the Code as the windows are secondary in nature and that all primary windows meet the length to width ratio required by the Code as well as front-facing façade requirements;
- 2) The modifications are consistent with the Land Use Element Policy 1 of the 2010 Comprehensive Plan; and
- 3) The Applicant has provided architectural elements in excess of the minimum requirement as a compensating feature.

**SECOND:** Commissioner Strawson

**VOTE: 4-0. (Commissioner Sperati had connection issues during this motion and left the meeting)**

---

**Commissioner Sperati returned to the meeting.**

**PLANNING COMMISSION ACTION:**

**MOTION:** Commissioner Menelas moved approval of PC13-195-04PND, architectural elevations and model types for the traditional single-family dwelling units per the requirements of LMC Section 604, Building and Urban Design Standards, for the Kellerton Planned Neighborhood Development (PND), Land Bay B.

**SECOND:** Commissioner Strawson

**VOTE: 5-0.**

---

**C. Capital Improvements Program (CIP) 2022-2027**

**PLANNING COMMISSION ACTION:**

**MOTION:** Commissioner Strawson moved to send a recommendation from the Planning Commission to the Mayor and Board of Aldermen for the inclusion of the following items:

- Continued support and funding be provided for CIP Project #210009, the New Police Headquarters, and for CIP Project #380416 the Conference Center Parking Facility.
- That a new project be added to the CIP for FY2022-2027 for the Monocacy Blvd/MD Route 26 interchange and that upon agreement with SHA, the City make funds available during the FY2022-2027 period to participate in the conceptual designs for Monocacy Blvd.
- Provide funding in FY2022-2027 for East Street Improvements (Project #320036).
- Add a new project to the CIP for FY2022-2027 for a connection between East Street and Church Street via 7th Street extended as well as the extension of Pine Avenue.
- That a new project be added to the CIP for FY2022-2027 and funding be provided for the extension of 5th Street from the intersection of Pine Avenue to E. Church Street.
- That future funding be provided in the CIP for FY2022-2027 for the completion of all phases of the Rails with Trails improvements.

**SECOND:** Commissioner Menelas

**VOTE: 5-0.**

---

**VII. OLD BUSINESS: None**

---

**VIII. NEW BUSINESS:**

**D. PC20-809PND, Master Plan, Tuscarora Creek Planned Neighborhood Development (PND)**

**PLANNING COMMISSION ACTION:**

This is the first of two required public hearings.

---

**E. PC20-967ZTA, Text Amendment, Article 3, Section 310(i), Mixed-Use Conditional Uses**

**PLANNING COMMISSION ACTION:**

**MOTION:** Commissioner Strawson moved for a positive recommendation to the Mayor and Board of Aldermen for the proposed amendments to Section 310 of the Land Management Code, Master Plans, as contained in the draft ordinance finding that the proposal is consistent with the criteria of Section 306 of the Land Management Code (LMC).

**SECOND:** Commissioner Menelas

**VOTE: 5-0.**

---

**F. PC20-1016ZMA, Zoning Map Amendment, 1730 N. Market Street**

Anne Rollins with Miles & Stockbridge, who represents the owner advised that they are opposed to the application as stated in their opposition statement and request denial. If no denial than they request a reduced boundary.

Tim Kamas, the project manager for Canterbury Station, LLC advised they are opposed to the application. Mr. Kamas advised that he feels the process was rushed and it took three weeks due to the delay in mail service to receive the notifications about the application and meetings. He asked that the boundary be better defined and asked for further discussion on the application.

**PLANNING COMMISSION ACTION:**

**MOTION:** Commissioner Strawson moved for a positive recommendation to the Mayor and Board of Aldermen for PC20-1016ZMA a Zoning Map Amendment for the placement of a Historic Preservation Overlay (HPO) at 1730 N. Market Street.

**SECOND:** Commissioner Menelas

**VOTE: 5-0.**

---

Meeting approximately adjourned at 8:00 pm

Respectfully Submitted,

Jessica Murphy  
Administrative Assistant

APPROVED 3/8/2021